



Environmental Protection Agency

Vacancy Listing Report

Vacancy Number: Reg 9-MP-2006-0111

Vacancy Description: Support Services Supervisor, GS-342-13 / 14 (MTS)

Vac/Duty Loc 1: 1, San Francisco County, CA

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-0342-13/14

Hiring Agency: Environmental Protection Agency

Contact Information: Yvette Sandoval, 415-972-3823, sandoval.yvette@epa.gov

Promotion Potential: GS-14

Date Opened: 9/5/06

Date Closed: 9/15/06

Salary: 84713 - 130134

Information:

THIS POSITION WAS ORIGINALLY ANNOUNCED UNDER ANNOUNCEMENT

#Reg 9-MP-2006-0109. THOSE WHO APPLIED UNDER THAT ANNOUNCEMENT
MUST RE-APPLY UNDER THIS ANNOUNCEMENT TO BE CONSIDERED.

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY
PARTICULAR ATTENTION TO "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" AND THE
REQUIRED SUPPLEMENTAL INFORMATION NECESSARY IN ORDER TO BE CONSIDERED.

THIS IS A TEMPORARY PROMOTION OPPORTUNITY NOT-TO-EXCEED 1 Year.
If applicable, the temporary promotion may be extended beyond the
1 year or made permanent without further competition. In addition,
the promotion may be terminated at any time based upon assignment needs.

This announcement CLOSES MIDNIGHT EASTERN TIME (EST) on the
closing date indicated. Remember to adjust your time to that time zone
when applying.

RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency.
Any travel, transportation, and relocation expenses associated with reporting
for duty in this position will be the responsibility of the selected
candidate.

WHO MAY APPLY

This merit promotion announcement is open to current permanent employees
throughout EPA.

EPA employees outside of Region 9 MUST submit by fax or mail your most recent
SF-50 (Notification of Personnel Action). If you are not at the full performance
level in your current position, be sure to submit a copy of a SF-50 that
indicates your position's full promotional potential.

LOCATION OF POSITION:

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Environmental Protection Agency

Vacancy Listing Report

U.S. Environmental Protection Agency, Region 9, Management and Technical Service Division, Safety, Health and Facilities Office, San Francisco, California

NUMBER OF POSITIONS: 1 (Full-Time)

PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-14. The position may be filled at either the GS-13 or GS-14 grade level. The primary difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-13 grade level may be promoted progressively to the full performance level of GS-14 without further competition.

DESCRIPTION OF WORK AT THE GS-14 LEVEL

This position is Manager of the Safety, Health and Facilities Office in the Management and Technical Services Division of EPA Region 9. This is a first-level supervisory position and reports directly to the division director.

The Manager is responsible for managing staff and functions in the unit, to provide the basic physical infrastructure to support more than 1000 Region 9 employees and on-site contractors and grantees. Key aspects of this infrastructure are the buildings and facilities of Region 9's main regional office in San Francisco, and offices in Los Angeles, San Diego and Honolulu. This work involves coordinating with HQ, GSA, building owners/managers, vendors and internal customers to ensure provision of necessary facilities and maintenance activities, and safe, appropriate utilization of space. Other basic infrastructure responsibilities include: physical security, including building access, employee security and security of classified information and documents; personal property, supplies and equipment maintenance; and vehicle leases. The Manager and unit support green procurement and Region 9's Environmental Management System.

The Manager also serves as the Regional Health and Safety Manager and is responsible for the Regional Safety and Health program. This program includes employee health and safety in the office, including the on-site health center staffed by a nurse, the ergonomics program, and fire and life safety systems. The Manager is also responsible for the Region's field health and safety program and supervises the regional industrial hygienist. The field program focuses on inspectors, emergency response staff and other field staff. The laboratory is not part of this responsibility.

The Manager is responsible for contracting for operation of the Communications Center, which inventories and distributes supplies, processes and distributes mail, document reproduction and printing and conference center operations. The Manager is also responsible



Vacancy Listing Report

for the Region's Continuity of Operations Plan (COOP).

To fulfill these responsibilities, the Manager directs and oversees staff, and plans, organizes, directs and coordinates program activities, obtaining customer input and balancing regulations and available resources with customer interests. The Manager establishes or modifies policies and procedures, as necessary, and performs supervisory duties such as selection, evaluation, promotion and recognition of employees, assignment of work, provision of advice, counseling and direction, resolution of employee complaints, and adherence to EEO policies.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: ☐ EXCLUDED

Medical Monitoring: NO ☐ ☐

Drug Testing: ☐ NO

Financial Disclosure: YES

Supervisory Probationary Period: YES, if applicable

One Year Probationary Period: NO, unless on a current probationary period.

Position Sensitivity Level: Nonsensitive ☐

QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards (www.opm.gov/qualifications/index.htm) by the close of the announcement. Federal employee applicants must also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

For the GS-13 level:

Minimum qualifying experience is one year at the GS-12 level which involved responsibilities for providing or obtaining a variety of support functions and management services, or providing leadership to staff, and planning, organizing and controlling work involving diverse activities. In addition, ability to gain cooperation and coordinate the work of others. This experience must include representing the organization in matters relating to controversial program activities, independently resolving complex, high-priority issues, and serving as a spokesperson.

For the GS-14 level:

Minimum qualifying experience is one year at the GS-13 level which involved responsibilities for providing leadership in obtaining a variety of support functions and management services, or providing leadership,

Vacancy Listing Report

direction and overseeing staff, and planning, organizing and controlling work involving diverse activities. In addition, ability to gain cooperation and coordinate the work of others. This experience must include representing the organization in matters relating to controversial program activities, independently resolving complex, high-priority issues, and serving as a spokesperson.

There is no allowable substitution of education for the GS-13 or GS-14 levels.

EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT: Please follow directions for paragraphs 1, 2 and A.

1. Resume and application questions for this vacancy MUST be received on-line via the www.epa.gov/ezhire web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at www.opm.gov/forms/html/of.asp. Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST



Environmental Protection Agency

Vacancy Listing Report

CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit www.epa.gov/ezhire to apply for this position.

2. Submit all required supplemental application materials (see Who May Apply) by the closing date of the announcement (including Saturdays, Sundays, or government holidays). Supplemental application materials must be sent to either the contact address or fax number identified below and must include your name and the announcement number for which applying. Any materials received after the closing date of the announcement will not be accepted. Failure to clearly mark each document with your name and announcement number may result in your application not being accepted for employment consideration. Failure to submit supplemental information will result in an ineligible rating.

ADDITIONAL APPLICATION INSTRUCTIONS

Please include your name and the announcement number on each page of your documentation to ensure proper processing of your application. Supplemental materials not properly labeled or received after the closing date will not be considered.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

FAX NUMBER: 415-947-8024

MAILING ADDRESS:

U.S. Environmental Protection Agency, Region 9
Human Resources Office, PMD-12
75 Hawthorne Street
San Francisco, CA 94105

WHERE TO OBTAIN MORE INFORMATION

You may search www.usajobs.opm.gov or you may call our office at (415) 972-3817.

REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender,



Environmental Protection Agency

Vacancy Listing Report

national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.